

POLICY	Recruitment
POLICY NUMBER	CFL023
EDITION	
DATE OF ISSUE	DATE OF REVIEW
SIGNATORY	

1. POLICY STATEMENT

Confidance for Life aims to take the necessary steps to recruit the most suitable person for every vacancy. Selection criteria and procedures will be regularly reviewed to ensure that individuals are treated on the basis of their relevant merits and abilities. Confidance for Life will move towards providing all employees involved in recruitment with the necessary training, including Equal Opportunity training, to enable them to carry out the procedure so that the aim can be achieved.

2. RECRUITMENT PROCEDURES

2.1 Vacancy

When a vacancy arises the Board will complete an "Authority to Appoint Staff" form giving details of why the post has arisen, whether the post is full time or part-time and the salary range applicable to the post. This will then be passed to the appointed member of the Board for approval to begin the recruitment procedure. Recruitment cannot begin until the form has been approved.

2.2 Job Description

A job description will be prepared for each post. When a vacancy arises the job description will be reviewed and updated if necessary before the post is advertised.

2.3 Person Specification

A person specification will be prepared for each post. This will detail the qualifications and experience that are essential and desirable for the post. The person specification will be reviewed and updated when a vacancy arises to ensure that it is still relevant to the post.

2.4 Advertising

The Board will decide on the appropriate newspapers or journals in which to advertise. The advertisements will be placed by the appointed member.

2.5 Applications

Applicants will receive an application pack comprising of a covering letter, job description, person specification, equal opportunities monitoring form, application form and general information about Confidance.

2.6 Recruitment Analysis

Numbers and sources of applications will be recorded so that the most successful means of advertising can be identified and to assist equal opportunities monitoring.

2.7 Interview panel

The Board will decide on the most appropriate members of the interview panel. There will normally be not less than two and not more than three members on the panel. Confidance for Life will endeavor to ensure that all members of the interview panel have had the appropriate training on the selection and interview procedures.

2.8 Shortlisting

Members of the interview panel will develop a shortlisting form using the agreed selection criteria based on the job description and person specification form. A minimum of two members of the panel will complete the shortlisting form and those applicants who meet the criteria will be invited for the interview. The Board will monitor the shortlisting process to ensure that relevant and fair criteria are used.

2.9 Interview

All members of the interview panel will meet before the interview to discuss the format for the interview assessment form. Members of the panel will ask questions based on the identified selection criteria and candidates will be scored against these criteria according to the evidence the present in their answers. Questions will normally be the same for all candidates unless a particular point requires additional information. An interview assessment form will be completed separately by each member of the panel for each candidate immediately after each interview. On completion of all interviews the panel will discuss and agree upon the first and second choice candidates in relation to the standards required. The decision on the salary to be offered is also made.

2.10 Offer of Employment

The appropriate member of the board will contact the successful candidate by telephone and this will be followed up with an offer letter within 5 days. If the offer of employment is declined by the first choice then the second choice will be contacted. If this is also declined then the interview panel will decide on an appropriate course of action e.g. re-advertising the post.



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2.11 Unsuccessful Candidates

Unsuccessful candidates will be notified within 7 days. Second choice candidates will be notified as soon as the successful candidate has accepted the written offer. All unsuccessful candidates application forms will be held on file for 6 months then destroyed.

2.12 Personal Files

All personal files will be kept in accordance with the Data Protection Act.